

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Fire Captain / Paramedic

Revision Date: 02/16

EEO Category: Protective Service

Status: Non-Exempt

Control No: 33455

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief and supervision of the Battalion Chief, responsible for supervising an Engine Company and providing the city with prevention and mitigation of emergencies and disasters, through proper planning, public education and code enforcement. Responds to emergencies involving fire, medical or environmental concerns and oversees the safety of crew members and the public at all times. May be assigned administrative duties to include training, equipment, etc.

III. Essential Duties:

A. SUPERVISORY AND OPERATIONAL

- Supervise engine company members.
- Take command at fire, medical and environmental concern incidents.
- Respond promptly and efficiently to emergency fire, rescue, hazardous materials and medical alarms.
- Conduct performance evaluations, skills testing and monthly individual interviews of engine company staff.
- Effectively follow directions from supervisor(s).
- Promote a positive attitude among department personnel and other contacts.

B. OFFICE, CLERICAL, AND RECORD KEEPING

- Maintain a daily schedule for the activities of crew members.
- Keep training records for Engine Company, which include both fire and medical.
- Prepare monthly reports which detail training hours, hydrant and business inspections.
- Complete detailed reports on all medical and fire incidents on the appropriate forms.
- Prepare inventory reports on all medical supplies and fire equipment.

C. TRAINING

- Conduct daily training sessions to keep crew members current on all fire and medical procedures. Complete a minimum of 15 hours of training per month.

D. PHYSICAL FITNESS

- Maintain personal fitness in order to effectively perform essential duties of job.
- Inform supervisor if ability to effectively perform duties of job is impaired.
- Must pass annual fire department physical examination with department contracted physician.

E. STATION, APPARATUS, AND GROUND MAINTENANCE

- Responsible for the completion of station janitorial activities, to ensure the building is ready for public inspection at all times.
- Wash and wax apparatus.
- Ensure that all components on the apparatus are clean and working.

F. PREVENTION AND LIFE SAFETY

- Prepare and conduct tours, lectures, and video presentations.
- Responsible for an assigned fire hydrant inspection district, with duties that include inspecting and painting.
- Responsible for assigned business inspection district and completion of annual inspections.
- Display fire apparatus and participate in public demonstrations.
- Participates in local school programs and various civic and city functions.

G. PARAMEDIC

- Maintain proficiency in advanced life support procedures and provide advanced life saving procedures.
- Check drugs and equipment daily to ensure proper control and inventory.
- Complete written and verbal reports of patient care.
- Perform complex diagnostic and medical procedures, such as patient history, intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmia and administration of drugs.

VI. Marginal Duties:

- Attend and participate in meetings with Battalion Chiefs and staff members.
- Plan and oversee training instruction.
- Serve on various teams and committees.
- Perform other duties as assigned.

V. Qualifications:

Experience/Education: Must meet one of the following criteria:

- 1) Must have seven years of full-time firefighting experience with previous experience as acting captain as well as an associate's degree in Fire Science or Management, or other higher degree; or
- 2) Must have nine years of full-time firefighting experience with previous experience as acting captain.

Certifications / Licenses: Requires valid Utah Driver's License; State of Utah Fire Officer I certification; current Paramedic certification with the State of Utah; Apparatus Driver Operator Pumper certification; Apparatus Driver Operator Aerial certification; Inspector I certification; and Instructor I certification. All Fire Captains must be certified as Hazardous Materials Technicians. All Fire Captains must maintain their Hazardous Materials certification for the tenure of their position as Fire Captain in order to maintain their position.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Utah emergency medical programs; training and staff development in firefighting and paramedic programs; fire and medical equipment and programs, including tactics; fire behavior; fire department policies and procedures; Uniform Fire Code; origin and cause determination; site plan review and examination; department prevention programs; fire ground procedures; incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Responsibility for: Decision-making skills which require discretion, judgment and speed; moderate responsibility for care, condition and use of materials, equipment and tools; responsibility for supervision which affects the activities of engineers and firefighters.

Communication Skills: Ability to communicate effectively verbally and in writing, using proper grammar, spelling and punctuation; ability to work effectively as a team member; ability to communicate with employees and citizens in emergency situations and day to day work; establish effective working relationships with city officials, employees and the public.

Tool, Machine, Equipment Operation: Working knowledge of the operation of all fire suppression and emergency equipment, telephone, computer and printers.

Analytical Ability: Must be able to make sound decisions with minimal guidelines during emergency and non-emergency situations; establish goals and priorities; organize time; must have a well developed sense of strategy and timing.

VI. Working Conditions:

Physical Demands: Duties of job require moderate to heavy physical exertion; constant seeing and hearing; constant attendance; must be able to wear and work in fire department breathing apparatus; requires great

muscular exertion, stooping, kneeling, climbing and balancing.

Work Environment: Great mental pressure and fatigue exist during an average day due to exposure to difficult situations, contact with the public and deadlines; exposure to emergency situations that involve dangerous and disagreeable conditions including smoke, heights, fire, stress, hazardous materials, communicable diseases, excessive noise, fumes, heat, cold, water, emergency driving, etc.; minimal overtime required; typically work periods are 48 hours in length, consisting of two 24.5 hour shifts worked back-to-back, but may be assigned to work 8-hour day shifts; possible call backs on days off.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/ DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT APPROVED BY: _____ DATE: _____